

## **MADERA COUNTY**

### **SUPERVISING LICENSED UTILITY WORKER**

#### **DEFINITION**

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing water and sewer system operation and maintenance services and activities; to operate and maintain water and sewer systems throughout the County; to operate and service equipment; to collect samples and perform laboratory testing procedures; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over technical and maintenance staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for providing water and sewer system operation and maintenance services and activities; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; assists with budget development, preparation, and expenditure control; schedules maintenance for water and sewer system equipment; performs the more skilled assignments in the monitoring and operation of water and sewer systems and processing facilities; tests and repairs equipment; logs readings from meters, gauges, and recording charts; makes necessary operating adjustments to water and sewer systems; collects samples and performs laboratory testing procedures; interprets tests for other staff; calculates adjustments and adjusts flows and chemical levels as necessary; performs skilled maintenance on water and sewer facilities including lift stations, pumps, compressors, motors, switching equipment, alarm systems, and related equipment; maintains and repairs control systems for generators, pumps, valves, and mechanical equipment; makes regular inspections of facilities to identify maintenance and repair needs; operates backhoe, heavy trucks, and other equipment; uses a variety of tools and testing equipment; performs skilled plumbing and carpentry work related to the maintenance and repair of water and sewer systems and other County facilities; handles hazardous materials.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, functions, services, and activities of a water and sewer system operation and maintenance program.  
Principles of budget development, preparation, and expenditure control.  
Principles of supervision, training, and performance evaluation.  
Principles and practices of water and sewer system operations.  
Repair, maintenance, and operational adjustment procedures for water and sewer system equipment.  
Methods and equipment used in plumbing and carpentry work.  
Sample collection and laboratory testing procedures.  
Methods, tools, and equipment used in plant maintenance and repair work.  
Occupational hazards and standard safety practices necessary in the area of work assigned.

**Skill to:**

Skillfully operate a variety of tools and equipment.  
Operate backhoes, heavy duty trucks, and other equipment.  
Operate a motor vehicle safely.

**Ability to:**

Supervise, assign, coordinate, and review the work of assigned staff.  
Assist with the development and preparation of the assigned budget and control of expenditures.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Perform the more skilled operation, repair, and maintenance work on water and sewer systems and plant facilities.  
Read and interpret gauges, recording devices, and other monitoring equipment reflecting water and sewer system operations and make necessary adjustments.  
Maintain logs, records, reports, and charts.  
Take samples and perform on site laboratory tests.  
Perform a variety of skilled maintenance and repair assignments.  
Read and interpret blueprints, plans, and schematics.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

***Madera County***  
***Supervising Licensed Utility Worker (Continued)***

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**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of water and sewer system operation and maintenance experience including one year at a level comparable to that of a Licensed Utility Worker II with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in water and sewer system operation and maintenance.

**License or Certificate:**

Possession of a Grade II Wastewater Certification from the State Water Resources Control Board. Possession of a Grade II Water Certification from the State Department of Health Services.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, infectious materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**Effective Date:** May, 1995